

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
May 3, 2010

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**TOWN ADMINISTRATOR:** Naomi Bolton

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Chuck Metcalf, Chief Begin, Steve Flanders, Sherry Burdick, Ray Eaton, Mark Bluteau, George Malette, Frank Campana, Jerry Little, Bruce Farr, Jake Bronnenberg, Stephen Najjar

**7:00 p.m. Chairman Clow called the meeting to order.**

**COMMITTEE ITEMS** – Mr. George Malette, Chairman of the Building Committee, informed the Board that the Committee held a meeting specific to coming before the Board to make recommendations on what projects to move forward on. The Building Committee recommends that everything in the critical and necessary list be moved forward. The only exception is the storm windows for Clinton Grove, which could be part of the efficiency grant program for all the town buildings. Mr. Malette said that a lot of the projects have been started or are underway. Mr. Malette said that Sherry Burdick has applied for a Moose Plate grant for \$10,000 for the tin roof at Clinton Grove. He discussed the possibility of having the inmates do the exterior painting at Clinton Grove. The doors at the Town Hall need to be repaired and they need to make sure the doors are safe. There are two bids currently being worked on for the Library. Mr. Malette said he is hoping that Mr. Knapp can pull the shrubbery from the Stone Building, Library and Town Office Building and possibly regrade the area around the Horse Shed at the same time.

Mr. Malette said that an update letter needs to be sent to the Fire Marshall in response to his report. They also need a real price on the sprinkler system or fire rating of all the hallways and doors with fire proof paint. Chairman Clow said this discussion is on the agenda for the second meeting of the month.

Chairman Clow commented on the painting of Clinton Grove and said they might not want to utilize the inmates and should consider utilizing professional painters because of the prep work. Mr. Malette said they are only recommending looking into it to see if it is a possibility.

Mr. Malette said that the chimney caps have been approved to move forward. The painting of the ramp at the Town Hall could be scheduled for painting by the inmates. The trim needs painting on the Town Hall Office building and the ramp has been primed.

Mr. Malette said that they need the specs for the tin roof before putting out the RFP and the gazebo structural work as well.

**Chairman Clow moved, Selectman seconded to enter into non public session @ 7:13 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Osborne seconded to come out of non public session @ 7:21 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

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**Chairman Clow moved, Selectman Lacasse seconded to hire the applicants for Chase Park as presented by Chuck Metcalf. Passed 4-0-0**

**Chairman Clow amended the motion, Selectman Lacasse seconded to include: pending review of background checks on the adult applicants. Passed 4-0-0**

Chairman Clow said the Board of Selectmen likes to meet with each volunteer before appointing or re-appointing them to a committee so that the current Board can put a face with the titles.

**Mark Bluteau to Cable Committee** – Mr. Mark Bluteau said before the elections this year he worked with the Cable Committee to put together a program for the Fire Department. He currently works in telecommunications and has limited background in television production. Vice Chairman Butt asked Mr. Bluteau what his vision is for the Cable Committee. Mr. Bluteau said there is a lot of equipment being under utilized and feels they can do a lot more programming. Vice Chairman Butt commented on there being a broadcasting feed at the Safety Complex. Vice Chairman Butt would like to know if some areas of the town were to lose power would it be useful to get periodic updates directly from the Safety Complex. Mr. Bluteau said it would because the emergency management is based in the facility and it would help to get information out in a timely manner.

**Selectman Lacasse moved, Selectman Osborne seconded to appoint Mark Bluteau to the Cable Committee for a term of three years. Passed 4-0-0**

**Ray Eaton Re-appointment to Cable Committee** – Mr. Ray Eaton said he has been on the Cable Committee for 7-10 years. Vice Chairman Butt said he looked over the minutes of the Cable Committee and recognizes that Mr. Eaton attends the majority of the meetings.

**Selectman Lacasse moved, Selectman Osborne seconded to reappoint Ray Eaton to the Cable Committee for a term of three years. Passed 4-0-0**

**Jerry Little – Agricultural Commission as an Alternate** – Chairman Clow asked Mr. Little what sparked his interest in the Agricultural Committee. Mr. Little said it is a hobby of his and he is trying to reclaim his property as farmland. Mr. Little said he thinks the town is blessed to have the agricultural resources and hopes to help save the resources for future generations.

**Selectman Lacasse moved, Selectman Osborne seconded to appoint Jerry Little to the Agricultural Committee as an alternate for a term of three years. Passed 4-0-0**

**Terry Knowles – Re-appointment to Southern New Hampshire Planning Commission (SNHPC)** – Ms. Knowles said that she has been on the committee since 1985. She said that originally when she went on SNHPC it was because she was on the Planning Board for seven years and the ZBA for ten years. Ms. Knowles said that she is fascinated by the planning aspect. She informed the Board that they have been told that the Federal Government will be cutting back on highway funds and they are currently seeking other funding sources. Ms. Knowles said that the SNHPC also addresses the Scenic Byway Commission. Chairman Clow asked about making comparisons of Weare to other communities. Ms. Knowles said she does not anymore because Weare's planning is similar to other towns now and there is not as much of a difference. Vice Chairman Butt asked about the SNHPC meeting the needs of Weare and if they are addressing issues better than in the past or if moving to the Central New Hampshire Planning Commission (CNHPC) would be a better fit for Weare. Ms. Knowles said they had the same director for many years and they now have a new Executive Director who is going in a different direction and holding more meetings with more points of interest and is trying to be more responsive. Ms. Knowles said that the CNHPC is smaller than SNHPC which is the largest in the state. Ms. Knowles said there is a time commitment involved with being on the SNHPC.

**Chairman Clow moved, Selectman Lacasse seconded to reappoint Terry Knowles to the Southern New Hampshire Planning Commission. Passed 4-0-0**

**STONE WALL DISCUSSION** – Mr. Bruce Farr informed the Board that the opening that is currently there will not allow them access to log the property. The stone wall was opened in the 1800's. Vice Chairman Butt

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said there is currently a right a way on someone's property. Mr. Farr discussed different right a ways and said this is an existing opening that needs to be made wider to access the property from Thorndike Road and would bring the landing up to standards. Vice Chairman Butt commented on there being some logging done 25 years ago. Mr. Farr said it was done for home use, but was nothing significant. Vice Chairman Butt commented on Thorndike Road recently being updated/repared and said that these trucks cause damage.

Mr. Jake Bronnenberg said that they would have to bring the area of Thorndike Road up to the specs according to the Road Agent and that culverts need to be updated.

Mr. Farr said they are looking to get in there in June. There would be two logging trucks a day, heading towards Horace Lake and then towards Rt. 114.

Mrs. Bolton, Town Administrator said in speaking with Carl Knapp his plan is to put a top coat on Thorndike Road. Mr. Farr said they can work around any active paving. Vice Chairman Butt said he is concerned with the additional wear and tear on the road due to this operation. Mr. Farr said they are asking for the widening of the stone wall to help cut down on the turn of the trucks to eliminate damage to the road. Mr. Bronnenberg said it would not be safe to use the access without it being widened.

Mr. Farr said that 4-5 feet of the stone wall needs to be removed. Mr. Bronnenberg said once they complete the work it will be esthetically nicer. He said that it is important to have good permanent access into the wood lot to follow the management plan and to do proper forestry. The entrance will be barred/gated or cabled when complete. Mr. Farr said he wants to maintain recreational use, discourages major vehicles, but has always allowed snowmobiles.

Vice Chairman Butt said he has no concern with removing a portion of the stone wall. He is concerned with the wear and tear of the road. Mr. Farr said it will be a sporadic operation for the rest of his life. Mr. Bronnenberg said it won't be a daily operation. Mr. Farr said he is concerned with year round access and that they don't want to use the right a ways, they want this as the only permanent access point. Mr. Farr said there may be some changes to the established trails. They anticipate two trucks per day with two people cutting. There is a possibility that there will be two skidders. Selectman Osborne commented on what two skidders can do to the land. Mr. Farr said that two skidders could turn out volume, but that will not happen with the Bronnenberg's. Mr. Farr said that he has not timbered the land since 1983, he could have and gained financially, but has waited to make sure he follows the management plan. Chairman Clow said that he is fine with the condition of the wall and the fact that there is already a sizeable opening there and their commitment with rebuilding the ends of the walls.

**Selectman Lacasse moved, Vice Chairman Butt seconded to approve Mr. Farr's request to remove no more than ten feet of stone wall abutting Thorndike Street, opposite #127, on the south side of the existing bar way, so that the total opening does not exceed thirty feet. Passed 3-0-1 Selectman Osborne abstained**

**STONE BUILDING DISCUSSION** – Ms. Sherry Burdick, President of the Weare Historical Society, told the Board that the Historical Society would like to go forward with having an energy audit done on the Stone Building and they would be willing to pay for part of the cost. Ms. Burdick said they are asking for permission to go ahead with the audit through the state.

Vice Chairman Butt said when someone from the state came to them and made the presentation about the audit the Board recommended performing an energy audit on the Safety Complex. There is a fee associated with doing an audit on a second building, which is 50% of the cost.

Mrs. Bolton, Town Administrator said that someone from the state is coming out to the Safety Complex on Wednesday, May 5th from 9-4 to perform the energy audit. Mrs. Bolton, Town Administrator will ask for the cost to do the study on the Stone Building. Chairman Clow said that he is not sure if the cost of the study could come from the fund. Ms. Burdick said that the Weare Historical Society will pay for the cost of the audit.

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Vice Chairman Butt said following the audit there will be recommendations on how to make the building more efficient. He said that the use of the building is minimal in comparison to other town buildings. Vice Chairman Butt said they can go through the process but he would have a hard time spending money on that building when there are so many things that need to be done on other buildings. Ms. Burdick said they are mainly looking at the fuel cost and she would like to get the vapor barrier and insulation in place to help with the fuel cost. Vice Chairman Butt said there may be other buildings that get used more that can justify the expense. Vice Chairman Butt is concerned with the Historical Society coming back before the Board and trying to sell the repairs that need to be done. Vice Chairman Butt said Highway Garage is his priority.

### **Selectman Lacasse moved, Selectman Osborne seconded to support the efforts of the Weare Historical Society to move forward on the building energy audit for the Stone Building at the cost of the Weare Historical Society. Passed 4-0-0**

Ms. Burdick said she has a grant complete to have an assessment done on Clinton Grove. Chairman Clow asked if she is discussing the whole roof or just the tower. Ms. Burdick said just for the tower, but it will require a big lift and she has a quote which is under \$6,000. She said that she had a builder in town look at the painting and scraping of the tower which would be around \$4,000. Ms. Burdick said it would cost around \$10,000 to have the whole tower repaired, scraped, painted and roofed. She said currently there is water leaking down the walls. Mr. Malette said there are two separate grants. Ms. Burdick said the Moose Plate Grant will pay \$10,000, the Assessment Grant is separate. Ms. Burdick said that she has a proposal for \$5,000 for Clinton Grove and the person would reduce the cost for two buildings (Town Hall) to \$9,000 if they were both done this year. It was discussed that any expenditure over \$2,501 must comply with the Purchasing Policy. Ms. Burdick said she can get another architect to go through the building. The Board will continue this discussion at their May 17<sup>th</sup> meeting.

**Stephen Najjar – Re-appointment to Conservation Commission** – Chairman Clow asked Mr. Najjar why he wants to continue to serve on the Conservation Commission. Mr. Najjar said that he likes to hunt, fish and enjoys wildlife. His main drive is to enjoy land conservation, the managing of town forests, and making Weare a livable place with a mix of land uses.

Vice Chairman Butt asked about the Open Space Committee. Mr. Najjar said that he is no longer the Chair, but does sit on the committee. Vice Chairman Butt mentioned the Grant Family Trust on Mt. Dearborn Road and said that the Selectmen approved the conservation easement. He said he noticed they appeared before the Open Space Committee with a fund request. Mr. Najjar said it was only briefly mentioned to them and that the Open Space Committee has a process. Vice Chairman Butt asked about the role of the Open Space Committee regarding private land conservation. Mr. Najjar said the more he deals with this the more his knowledge grows and his opinions change. Mr. Najjar said whether it is land protection or other issues, whatever they do that involves public dollars needs to have public value. Mr. Najjar said that there is more support for fee ownerships rather than easements. He said they try and prioritize what they support monetarily, recommend how to spend conservation dollars and then public hearings are held.

Vice Chairman Butt said that the Verna Martin piece connects to other conservation pieces and it bothered him that they did not know the restrictions on the easement. Vice Chairman Butt said that they don't have the expertise and don't know the details of how it connects in terms of public access and wonders if it should have been referred to the Open Space Committee or the Conservation Commission to make recommendations. Mr. Najjar mentioned that the Eastman Easement operates as a trust. He said they can always provide recommendations in the easements. Mr. Najjar said that he likes the wording of the Hawkes and Wood Easement and said that is used good language. Vice Chairman Butt said the Verna Martin Easement copied the Hawkes and Wood Easement wording. Mr. Najjar said that the Open Space Committee comes up with projects and dialogue with land owners and then the Conservation Commission deals with the execution of the project.

Chairman Clow asked if there is a big plan. Mr. Najjar said that the large plan is on the SNHPC website.

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Mr. Najjar said they have to look at being opportunistic and mentioned the Ferrante land, which is the second largest ownership in town. He said they have to be adaptive when a good deal rolls around. There are deals that the Conservation Commission are not interested in and there are some landowners that are asking too much. Mr. Najjar said that sometimes they are not interested in smaller parcels.

Vice Chairman Butt said his perception over the past 5-6 years is that the Conservation Commission is pressed for public use, issues with management of smaller house lots and are pushing for cluster development. Mr. Najjar said that he is speaking for himself and commented on there being some really good clusters created and some really bad clusters. He said there are lots of misconceptions on what can be done with clusters. The Planning Board needs to manage and the Conservation Commission needs to be a component, but each situation is different. Mr. Najjar said that if PLC is taking the easement and the town has nothing to do with it then public access doesn't matter, but if the town is spending money on the easement then there should be access allowed.

**Selectman Lacasse moved, Selectman Osborne seconded to reappoint Steve Najjar to the Conservation Commission for a term of three years. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:27 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Osborne seconded to come out of non public session @ 8:45 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Selectman Lacasse moved, Selectman Osborne seconded to seal and restrict the minutes of the non public session. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:46 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 9:12 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 4-0-0**

**Selectman Osborne moved, Chairman Clow seconded to seal and restrict the minutes of the non public session. Passed 4-0-0**

## MANIFESTS

**Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated May 6, 2010. Passed 3-0-1**  
**Selectman Lacasse abstained**

Accounts payable	<b>\$209,649.35</b>	(John Stark \$70,371.00)
Gross Payrolls	<b><u>\$37,587.92</u></b>	(Includes Special Detail, Taxes, Credit Union)
Total	<b>\$247,237.27</b>	

## MEETING MINUTES

**Selectman Lacasse moved, Vice Chairman Butt seconded to approve the minutes of April 19, 2010 as amended. Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of April 26, 2010 as amended. Passed 4-0-0**

**CORRESPONDENCE** – Mrs. Bolton, Town Administrator said they received a letter from the Town of Goffstown. They are looking for a representative from Weare to walk the town boundary line. It is a three mile walk and will take two and a half hours to walk/drive to the three monuments.

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Mrs. Bolton, Town Administrator said that they received a request from a Planning Board member to have all illegal and non permitted signs removed from trees. Selectman Osborne and Mr. Chip Meany went out one day last week and removed some signs. Mr. Meany is asking for permission to have the road crew take down the signs that require a ladder to remove. The Sign Ordinance states that signs cannot be attached to trees. Selectman Lacasse recommends contacting the phone numbers on the illegal signs and requesting that they remove the signs themselves. Chairman Clow said that not everyone is aware of the Sign Ordinance.

Mrs. Bolton, Town Administrator informed that Board that Margo McLeod has inquired about the landscaping around the Safety Complex, Town Hall, Town Park and Town Office Building. She gave an estimate of 40 hours of labor at a price of \$600 which does not include plants or bark mulch. Last year was the last year the Trustees would fund the landscaping. Vice Chairman Butt said the landscaping at the Safety Complex was put in at the expense of a private citizen and should be maintained; it reflects negatively on the town. Chairman Clow would be more comfortable with knowing where the funds will come from before approving.

Chairman Clow asked Mrs. Bolton, Town Administrator to put the issue of cleaning at the Safety Complex on the agenda for the near future.

Mrs. Bolton, Town Administrator reminded the Board that the Tax Collector left a tax deed letter in their mailboxes.

Mrs. Bolton, Town Administrator said they will be getting \$81.36 less for road reconstruction than the estimate at Town Meeting from the state, but it is possible to gain that back.

Mrs. Bolton, Town Administrator said they received a letter from Don Burke with an estimate of \$7,700 for repairs to be done on town cemeteries. Mr. Burke is still trying to get the inmates to do the work. Mrs. Bolton, Town Administrator said she is working with Primex regarding being reimbursed for some of the repair work.

Mrs. Bolton, Town Administrator asked for clarification on using the volunteer form. Chairman Clow said they are supposed to be using it, but it has slipped away. Chairman Clow said to check with Evelyn Connor.

Mrs. Bolton, Town Administrator informed the Board that Jan Snyder left a copy of the Investment Policy dated May 3, 2010 for the Board to sign.

Mrs. Bolton, Town Administrator said that she sent the Personnel Policy over to Primex to schedule the sexual harassment training. The training will take place on Monday, June 14<sup>th</sup> at 7:00 for the Selectmen, Monday, June 14<sup>th</sup> at 3:00 for employees, and Friday, June 11 at 3:00 for the DPW; the training takes 1.5 hours.

**Chairman Clow moved, Selectman Lacasse seconded to adopt the Investment Policy dated May 3, 2010. Passed 4-0-0**

Mrs. Bolton, Town Administrator reminded the Board that the Tax Collector is leaving and her last day is Wednesday. Mrs. Bolton, Town Administrator has some suggestions for the position and suggested that they move the Tax Collector's office into the current media room and relocate the postage meters. This would allow for separate Tax Collector's hours and she thinks that taking the tax activity out of the other office would help.

Mrs. Bolton, Town Administrator said that she has not advertised for the Tax Collector position yet. She does have a list of municipal agents in the area willing to work per diem and said that the Tax Collector from New Boston is available.

Vice Chairman Butt said the task should dictate the hours and not be set up for the individuals to work. Vice Chairman Butt said that service to the public is not the only aspect to that job, there are the tax bills as well.

Mrs. Bolton, Town Administrator mentioned that taxpayers making arrangements to make tax payments prefer privacy to do so.

Vice Chairman Butt mentioned the usage of a portable partition and said that the employee in the position is also utilized to help out in the Town Clerks office.

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Chairman Clow said they have had two employees in the position of the Tax Collector who have found it hard to share their time within the office. Chairman Clow asked if a private place for the Tax Collector to perform the duties would solve the problems. It was discussed that the per diem employee suggestion might be a good temporary solution.

Vice Chairman Butt said if they are looking towards the potential to have a per diem municipal agent, then Saturday hours being available for car registrations would be a benefit to the residents.

Chairman Clow asked where they will be as far as covering the critical time period of tax bills needing to go out. Mrs. Bolton, Town Administrator mentioned contacting the person that currently works in New Boston on Monday and Wednesday as temporary per diem help. She will get more information.

Mrs. Bolton, Town Administrator mentioned the fuel log and told the Board she would like to put it at the pumps to have it filled out across the board when employees are utilizing the fuel pumps. Portable gas tanks would also need a log and could possibly be kept in the vehicles that have the portable gas cans.

Selectman Osborne commented that residents have mentioned to her that their Comcast bills are going up and some of their channels are being taken away. Mrs. Bolton, Town Administrator said the town controls the franchise fee portion, not the channel choices.

Mrs. Bolton, Town Administrator presented the Board with an Intent to Cut that requires their signatures.

Mrs. Bolton, Town Administrator presented the Board with a credit card application for Sue Tuttle that requires their signatures.

Selectman Lacasse commented on the Building Committee list and asked the Town Administrator about putting together a letter for the Fire Marshall. Mrs. Bolton, Town Administrator said that the Fire Marshall is going to be coming out. Selectman Lacasse would prefer a letter be sent to him. Selectman Lacasse said when they hired the Town Administrator he thought that one of the duties on the list of the Town Administrator was to send a letter to the Fire Marshall. Chairman Clow would like the Town Administrator to put together a spread sheet for the Board to see what has been done on the Fire Marshall's list.

Selectman Lacasse asked the Town Administrator about contacting Tony Sawyer regarding having the inmates work in town. The Board discussed that utilizing the inmates for small painting projects, ramps and fences, would be beneficial but not an entire building. Selectman Lacasse said the majority of the work at Clinton Grove is scraping off the paint, so why not utilize the inmates.

Vice Chairman Butt discussed filling the position in the Public Works Department and feels they need to have a discussion as a Board with Carl Knapp. The Board briefly discussed if they should bring in a candidate and hire and move on or speak with Carl Knapp about how to best fill the position. The Board decided to wait three weeks to discuss the possibilities. Mrs. Bolton, Town Administrator will put the discussion on the May 24<sup>th</sup> Selectmen meeting.

Selectman Osborne excused herself for remainder of the evening.

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 10:22 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 3-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:55 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 3-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to seal and restrict the minutes of the non public session. Passed 3-0-0**

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**Selectman Lacasse moved, Chairman Clow seconded to adjourn meeting @10:56pm.**

**ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary